



# Major Site Plan Development Checklist

VILLAGE OF INDIANTOWN  
 COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT  
 PLANNING AND ZONING SERVICES DIVISION  
 15516 SW OSCEOLA STREET, SUITE A  
 INDIANTOWN, FL. 34956  
 TELEPHONE: (772) 597-8269

Please use the itemized checklist below to prepare your submittal package for Major Site Plan Development review and check each item as it is completed. If an item is “not applicable”, please enter “N/A”.

REQUIRED ITEM	Applicant	VOI
1. Fees: Proof of payment (Flat Fee and VOI Review Fee). **Review Fee is a deposit for Consultant Reviews; additional deposits may be required**		
2. Application has been fully completed and notarized.		
3. The location and size of the site, including its legal description and a survey (topographic survey on 100 feet grid, with all internal and abutting easements and rights-of-way of record including dedication instrument information and dimensions, onsite improvements, edge of abutting street pavement, power lines and other utilities etc., watercourses, 100-year flood plain delineation), signed and sealed by a certified surveyor and mapper, completed not longer than 6 months prior to the date of the application.		
4. The recorded ownership interests including liens and encumbrances and the nature of the developer's interest if the developer is not the owner:		
a) A fee simple title.		
b) An option to acquire fee simple title within a specific period of time.		
c) A leasehold interest in excess of 20 years.		
d) A marketable title subject to certain conditions which will not substantially restrict development within a reasonable time.		
5. Mailing list and parcel-specific radius map of all properties within 300 feet. (Sec. 12-2)		
a) Mailing list and radius map.		
b) Letter certifying the accuracy and completeness of the mailing list.		
6. For projects proposing residential units, provide Recreation and Open Space availability pursuant to the adopted Level of Service Standards (residential developments must provide the school impact worksheet).		
7. Copy of existing water utility agreements.		
8. Information pertaining to previous building and land development experience of the applicant.		
9. The substance of covenants, grants of easements, or other restrictions proposed to be imposed upon the use of the land, buildings and structures including proposed easements or grants for public utilities. **Any easements or rights-of-way to be abandoned with accompanying plat, replat or rights-of-way vacation application.**		

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10. Proof by the applicant that this proposed development is in strict compliance with all the standards and requirements of the Land Development Regulations, and where not, a comprehensive list of needed variances or other relief as may be provided in the LDRs with accompanying applications for such relief.		
11. Copy of Lobbyist/Developers Representative Registration Form that has been filed with the Village Clerk's office, if applicable.		
12. Plans, exhibits and data prepared by qualified and appropriate professionals with state licensing qualifications, when applicable.  a) a professional architect (Registered Architect)  b) a professional urban planner (AICP member)  c) a registered engineer  d) land surveyor  e) a registered landscape architect  f) a transportation engineer  g) other qualified professionals as required to address specific issues relating to demographic, financing, economics and the like.		
13. Plans must detail the proposal, including, but not limited to topographic survey, site plan, floor plan, building elevations, color renderings, paving, grading and drainage, parking plan (including striping), landscaping, engineering, signage, lighting, and other details that may be applicable to the project. In addition, the Village reserves the right to require information to determine compliance with all applicable codes as part of the development review process. (floor plans, paving, grading and drainage, striping and signage, etc.)		
14. Existing tree survey and tree disposition plan including tree location, species, height, trunk diameter at 4 feet above existing ground level and condition, signed and sealed by a Landscape Architect or surveyor and mapper based upon a site survey prepared by a landscape architect certified arborist, forester, or biologist. The tree disposition plan shall include measures to be taken to minimize any negative impacts of the development as it is related to vegetation.		

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<p>15. INITIAL plan requirements for Development Review Colleagues (DRC) submittal must include a Letter of intent that summarizes the proposal, ONE electronic PDF copy of complete submittal package**, and four (4) collated sets:</p> <p><b>A. ONE Signed &amp; Sealed set of required plans which shall:</b></p> <ul style="list-style-type: none"> <li>a) Be submitted on sheet(s) 24" x 36";</li> <li>b) And one (1) set of 15 x21 or 18 x 24;</li> <li>c) Reserve a blank space, three (3) inches wide and five (5) inches high for the use of the reviewing authority.</li> <li>d) Show the project name, name and address of the owner, designer and developer, north arrow, date, and scale of drawing (numerical and graphic); and</li> </ul> <p><b>B. FOUR collated sets</b> of required plans which shall: a) Be submitted on sheet(s) 24" x 36", unless the director determines that another sheet size would be more appropriate;</p> <p><i>**Re-submittals: include DRC Comments and Responses as part of cover letter.**</i></p>		
<p>Existing site characteristics maps, which includes:</p> <p>C. Existing site physiography, including soils, topography, watercourses and identification of the 100 –year flood plain delineations</p>		
<p>D. Existing structures, including their location, current usage, size and condition;</p>		
<p>E. Existing zoning of the site and all property within one hundred (100) feet, which is either adjacent to the site or separate from the site by a public right-a-way;</p>		
<p>F. Existing water and wastewater utility lines at the point of site intersection including their condition, size, current peak hour utilization, capacity and peak hour pressure;</p>		
<p>G. Existing streets, including their condition, right-of way width, current usage and design capacity and;</p>		
<p>H. The relationship of the site to existing development in the area including streets, utilities, residential and commercial development located within 100 feet, and physical features of the land including pertinent ecological features.</p>		

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16. Proposed site development plan, which includes:		
A. Proposed finished grading by spot elevations and in particular at locations along lot lines;		
B. Provisions for the adequate control of erosion and sedimentation, indications the proposed temporary and permanent control practices and measures that will be implemented during all phases of clearing, grading and construction;		
C. Provisions for the adequate drainage and disposition of natural and storm water in accordance with the adopted design standards of the Village, indicating the location, size, type and grade of ditches, catch basins and pipes and connections to existing drainage system and on-site storm water retention;		
D. Proposed utility services, including, but not limited to: a) Water and wastewater lines and pipe sizes; b) Telephone, cable, electric and gas lines c) Solid waste receptacle locations and d) Fire hydrant locations and pressure capabilities;		
E. Proposed structures, including their location, use, height, architectural elevations for buildings in the development; exact number of dwelling units, sizes and types and total number of bedrooms, if residential. For nonresidential development, the Floor Area Ratio and Gross Square Footage shall be required;		
F. Proposed vehicular use areas, including off-street parking and loading spaces (include space type details), bicycle parking, driveways, on-site curb cuts, related off site median cuts, and acceleration and deceleration lanes, including their location, size, width and type of surface and access routes for emergency vehicles. The total amount and percentage of site area to be utilized for vehicular use areas shall be indicated;		
G. Proposed fences, walls, screen planting and hedges, including their location, type, size and height;		
H. Proposed pedestrian ways and sidewalks, including their location, width and type of surfacing;		
I. Proposed open space and recreational areas, including the location, height, type and size of all trees, plants and other landscape materials-showing provisions for irrigation and maintenance. The total amount and percentage of site area to be utilized for both pervious and impervious open space and recreation areas shall also be indicated;		
J. Proposed signage, where applicable, including their location, dimensions height and type;		
K. Proposed ADA accessible features, including ramps, parking spaces, fountains and restrooms;		
L. Color renderings and elevations; and		
M. Photometrics.		

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17. Other Requirements-A letter of Intent that provides the following information:		
A. A description of the number of anticipated future residents, users, and employees of the proposed development;		
B. A description of the architectural harmony and compatibility of proposed buildings and other structures, and the relationship of said structures to each other, adjacent development and the overall community, including such items as height bulk, construction materials, and façade treatment;		
C. A description of compliance with LEED, or similar and with Sec. 3-6.8 Green and Sustainable Development Standards.		
D. A description of public mass transportation routes and schedules as related to the proposed development; and		
E. A description of how the proposed development is in conformity with the Indiantown Comprehensive Plan.		
18. Evidence of coordination with other agencies (County, State and/or Federal), which may have jurisdictional authority over certain elements of the proposed Development.		
19. The requirements as set forth in the LDR, including the necessary documentation for providing required improvements such as streets, water supply, storm drainage, parking, landscaping and sewage collection as well as the provisions for all other appropriate public and private services such as police or security protection, fire protection and refuse collection.		
20. Impact Evaluation Statement and demonstration that the proposed development does not degrade adopted levels of service in the Village (Concurrency; Sec.7-1 through 7-10).		
21. Traffic Study, as deemed necessary by the Director, stating current average daily and peak hour traffic volume counts, a description of existing traffic conditions, programmed and planned roadway improvements and future traffic conditions. All roadway improvements and associated costs shall be provided.		
22. In the case of plans which call for development over a period of years, a phasing schedule showing the approximate times within which applications for building permits are intended to be filed.		
23. Waiver requests of submission requirements, which are not applicable to the development are provided addressed to the Director.		
24. Flood criteria data and finished floor elevations. (Sec. 2.2)		
25. Additional data, maps, plans, surveys, or statements as may be required for the particular use or activity involved.		